

Fundraising Rules

Revised 8/2001

- In order to maintain our tax exempt status all fundraising activities at the Church must be approved in advance by the Finance Committee. This procedure also helps to coordinate the timing of fundraisers so that groups do not have to simultaneously compete for funds.
- Advertising and publicity for a fundraiser cannot be started until the application for the fundraiser is approved
- Fundraising activities include, but are not limited to: special offerings, meals, food sales, product sales, sponsorships and shows. "A Fundraiser is an event whose purpose is to raise money, which event is either church related or held on church property."
- Only official Church groups and committees can hold fundraisers. Individuals wishing to hold a fundraiser should contact a Church Committee for backing.
- Groups wishing to raise funds must submit in advance the *Fundraiser Application* to the Finance committee for approval. Requests via email and phone will not be considered. Completed applications should be left in the Finance Committee mailbox.
 - *Please note that the Finance Committee meets once a month (usually the second Tuesday of the month) and will only consider applications that have been submitted prior to the meeting*
- Applications are available in the Church Office
- An individual must be designated as the person in charge of the fundraiser
- Applicants must agree to abide by the Finance Committee rules governing Fundraising
- If the fundraiser is being held on Church property, the applicant is required to contact the Church office to make sure that the event is on the Church calendar.
 - Please note that approval of the application by the finance committee does not guarantee the availability of Church space

Unless otherwise notified, groups holding fundraisers will collect and handle all of the money without going through the Church's Accounting system.

Therefore NO checks or cash should be turned into the Church or commingled in any way with Church funds.

- The finance committee, at its sole discretion, may require that a group use the cash management services of the Church. Additional requirements and restrictions may also be placed on the fundraiser as a condition of approval.
- The Church is not responsible for lost or stolen funds
- Questions about this policy may be directed to the Chair of the Finance Committee

Proposed Fundraiser Cash Management Rules

- The finance committee, at its sole discretion, may require that a group use the cash management services of the Church.

- These cash management rules must be adhered to insure the safekeeping of all monies raised
 - The Church will handle all cash accounting from a fundraiser. Each approved project will receive a specific account number for tracking and bookkeeping purposes
 - All donated funds must be deposited in the Church safe daily. The project account number should be noted with the deposit.
 - *Please note that all deposited funds are only counted on Mondays.*
 - Checks must be made payable to: The First United Methodist Church of Palo Alto
 - Funds will only be disbursed by check. The requesting party must use the official check request form that is available from the Church office. It must be signed by the person in charge of the fundraiser
 - *Please note that the normal turnaround time to receive a check is 7-10 days*

Fundraiser Application

ALL FUNDRAISING ACTIVITIES AT THE CHURCH MUST BE APPROVED IN ADVANCE BY THE FINANCE COMMITTEE

ACTIVITY NAME: _____

REQUESTING GROUP: _____

CONTACT NAME: _____

CONTACT PHONE #: _____ EMAIL: _____

Please briefly describe 1) the fundraiser 2) what the money raised will be used for 3) what space will be used and 4) how the fundraiser will be advertised

How much do you anticipate will be raised? \$ _____

DATE(s) OF FUNDRAISER: _____

I agree to abide by all of the Finance Committee rules governing fundraising.

Signature

Date

PUT COMPLETED APPLICATIONS IN THE FINANCE COMMITTEE MAILBOX

(For Finance Committee use only)

Approved Declined Date: _____ Church Cash Mgmt: YES NO

Account # _____ Other Requirements: _____